

# **INDIVIDUAL REPLACEMENT DEPLOYMENT OPERATIONS (IRDO) GUIDANCE**

## **IRDO Web Page for instruction on Deployment and Re-Deployment:**

[Individual Replacement Deployment Operations Webpage](#)

The information provided on this page and on the IRDO web page refers to Deployment and Redeployment of Department of Defense Civilians and Contractors Authorized to Accompany the Force (CAAF). The deployment validation program is a 6 Day Program starting Sunday at 0800 hours and completing on Friday at 1300 hours. Upon completion of the IRDO pre-deployment training, Deployees will be certified for deployment and provided transportation to their respective Theater of Operation.

Upon completion of your tour, Re-Deployment through Camp Atterbury will be required. Before returning from Theater, deployed civilians will need to make Re-Deployment arrangements following the instructions on this page and on the IRDO web page listed below for Re-Deployment processing. Re-Deployment guidance is available on the web page. Re-Deployment is on an individual basis and may require up to 72 hours at Camp Atterbury to complete all required tasks for reintegration and out processing.

## **DEPLOYMENT (MOBILIZATION) GUIDANCE:**

**REPORTING PROCEDURES:** Report to the IRDO Staff Duty Office on Fairbanks Street, Building 303, Camp Atterbury, Edinburgh, IN with 10 x copies of your Letter of Authorization (LOA). Personnel must have a valid LOA in-hand by 1600 EST on Sunday in order to be accepted into the course. In-processing begins at 0800 hours and operates until 1600 hours on the program start date (Sunday). The mandatory Day 0 brief is given every 2 hours beginning at 0800 hours. Attendees are required to report in person and must hand-carry all required documents necessary for their deployment process as indicated in the Annexes listed on the IRDO web page. Civilians should have a deployment packet consisting of five separate folders; Personnel, Medical, Dental, On-line Training (TSIRTs), and Clothing documents. Folders will be collected during in-processing on Sunday. All documentation collected will be returned prior to departing the course.

**COURSE PRE-REQUISITES:** 10 Copies of your orders or LOA and REQUIRED to attend the course, a copy of passport and all of the pre-certifiable on-line training certificates. Remaining online certificates that are not completed by the arrival date are due by the end of training on Wednesday. Computers are available for use at the IRDO computer lab. Some certificates require both a CAC card and AKO password. If you are not able to complete online training due to access issues, a computer lab will be available for certificate completion. Verification of personal data for the class roster and sign in sheets will be completed. If a deploying civilian is determined to be ineligible to complete the program, the course staff will check you out of the room NLT close of business the following day, to provide sufficient time to arrange departure travel.

**PACKING LIST:** The recommended packing list is on our web page that is available for download. A couple of items of emphasis are noted such as TSA Approved Luggage Locks, a reflective belt and linen for use in Kuwait while in transit.

**CONDUCT & DISCIPLINE:** Deployees attending the IRDO mobilization training course are professionals and representatives of the US Government. All conduct should reflect the same and is fully expected to reinforce good order and discipline. Deployees found to be in violation of the IRDO Discipline Policy may receive a Major or Minor Spot Report. Deployees will be briefed on the Policy on Day 0. In the event that a Deployee receives 2 x Minor Spot Reports, or 1 x Major Spot Report the Deployee may be dismissed from the program. A letter of Disciplinary Action will be sent to the sponsor/parent organization of Deployee in question.

**COURSE OUTLINE:** Due to the training schedule and required curriculum, be prepared for long training days and dress accordingly; as well be prepared for inclement and seasonal weather.

**Sunday, Day 0:** Welcome and In-Processing begins at Bldg 356, Camp Atterbury at 0800 hours on the applicable Sunday start date. Deployees must have in their possession the following items:

- a) 10 copies of orders or your organizations Letter of Authorization; which authorizes you to attend the mobilization training.
- b) Training certificates completed and printed out for submission. Any training certificates not completed before arrival will need to be completed in the computer lab during non-class time and turned in not later than 4:00pm on the Wednesday of your training cycle.
- c) Hand-carry your medical packet to in-processing. Submit all of your medical documentation to the IRDO medical office. (Checklist provided on the IRDO web page.)
- d) Current ID card.
- e) Copy of your passport.

**Monday, Day 1:** Curriculum consists of mandatory briefs, instructor based training and class room instruction on mandatory theater entry requirements and subjects. Computer Lab time is available during personal time. Build flight manifest.

**Tuesday, Day 2:** Dental & Medical processing, Administrative & personnel processing. Computer Lab time is available during personal time. ULN requests submitted.

**Wednesday, Day 3:** Military equipment and uniform issue based upon your duty location and duty position. Instructor based and hands on performance training on individual theater specific individual readiness training subjects. Computer Lab time is available during personal time.

**Thursday, Day 4:** Vehicle rollover and weapons familiarization and qualification. Make-up as needed: individual administrative, medical, dental and personnel requirements. Make-up as needed: individual uniform and equipment issue requirements. Instructor based and hands on performance based class room instruction on mandatory theater entry requirements and subjects. Flight Manifest briefing.

**Friday, Day 5:** Installation clearance & out-processing, issue theater entry packets/records to Deployee for onward movement. Release from the course and group departure is not earlier than 1300 hours. Transportation is provided in phased movements to Indianapolis International Airport from Camp Atterbury.

**LODGING & MEALS:** Deploying civilians will be provided military lodging accommodations on post. Lodging can vary dependent upon the overall mobilization load being supported at Camp Atterbury. You are required to stay in the assigned military lodging during the course due to the course curriculum / training day. Internet access is not available in the provided lodging. The Dining Facility (DFAC), Post Exchange (PX), Post Office, Gymnasium, and Banking are all within walking distance, as are most other supporting facilities.

The IRDO program is supported by the BLDG 5 DFAC to provide deploying civilian meal requirements for breakfast and dinner. Lunch consists of a Boxed-Meal, or if the schedule permits, meals may be purchased from an on-post restaurant. DFAC and Boxed-Meals are free of charge for civilians assigned to a deploying class and civilians that are Re-Deploying.

**MEDICAL STATUS:** When processing through the Camp Atterbury medical validation screening process, Deployees will be notified of their medical status. Deployees with medical issues will be formally notified via the Medical Disposition Letter. Deployees should notify their sponsor / parent organization of their medical status as soon as receiving their disposition. Deployees may be designated as 1 of 3 categories: (1) Validated, (2) Non-Validated, and (3) Delay-Deploy. Validated Deployees are medically cleared and are considered to be in a "GO" status. Non-Validated Deployees are designated as such due to a medically disqualifying condition and will out-process and depart immediately. Delay-Deploy Deployees have 2 sub-categories:

1. Those with issues that only take 7 days or less to clear.
2. Those that take more than 7 days to clear.

Deployees that may clear their medical issues in a 7-day period may be afforded the opportunity to go into a Medical Holdover (MEDHOLD) status and remain on Camp Atterbury to be cleared and validated. Deployees identified as Delay Deploy may transfer from IRDO billeting to the Camp Atterbury Holdover Company on Friday. Once a Deployee is designated as Delay-Deploy, then that Deployee must report to BLD 303 daily at 0800 for accountability. Failure to report at 0800 will result in having any scheduled appointments cancelled and those times given to another Deployee.

Deployees whose medical issues require more than 7 days to clear will out-process on Friday and return to their home of record (HOR). Deployees that return to Camp Atterbury from their HOR after clearing up medical issues will report to BLD 303 upon arrival and schedule their Case Management appointment in order to get medically reviewed for clearance. They will report to BLD 303 daily at 0800 hours in order to be accounted for. Failure to report at 0800 will result in having any scheduled appointments cancelled and those times given to another Deployee,

**COMPLIMENTARY CHARTER AIRCRAFT:** Camp Atterbury falls under and complies with the PARC Policy dated 25 OCT 2011. This policy outlines the requirement for all CAAF that are bound for the CENTCOM AOR to fly into theater via a chartered aircraft from Indianapolis immediately following departure from the IRDO. It is available on our web page. Exceptions to this policy may only be granted by the AMC G3 designee IAW the PARC Policy. Please email the IRDO Operations Team with any questions. Baggage Restrictions are as follows:

- **Contractors: 2 Checked bags, 1 Carry-on**
  - **70lb. Weight Restriction Per Checked Bag**
  - **50lb. Weight Restriction for Carry-On**
- **DoD: 3 Checked bags, 1 Carry-on**
  - **70lb. Weight Restriction Per Bag**
  - **50lb. Weight Restriction for Carry-On**

**TRANSPORTATION:**

1. Check for the latest information on transportation support on the IRDO web page.
2. IRDO staff **CANNOT** receive Deployees who report earlier than the 1 day (Saturday) prior to the class report date. Deployees are required to clear out of their assigned billeting no later than 1100 hours on Friday. Barracks are cleaned and reassigned for the next course which begins the following day.
3. Camp Atterbury Transportation (Cml: 812-526-1305), provides transportation from Indianapolis International Airport to Camp Atterbury on the course start date. Reference the shuttle schedule on the IRDO web page which provides the

latest movement instructions. After course completion, departure time from Camp Atterbury is typically 1300 hours for all departing Deployees.

4. If you are unable to obtain a flight and report to Atterbury by 1600 EST on Sunday, you must arrive the day prior (Saturday) to the Indianapolis Airport between 0800 and 2200 hours for the transportation shuttle service to Camp Atterbury. The shuttle schedule is located on the IRDO web page.

5. The IRDO has limited the use of rental cars and Personally Owned Vehicles (POVs) that may be driven on to Camp Atterbury (provided that permission has been granted to drive a rental or POV by the IRDO and the installation entry requirements are properly met). Upon arrival Deployees should park and join their class and make all additional movements during the training day via the IRDO provided transportation. Tardiness may result in a negative Spot Report and the revocation of on-post driving privileges.

6. Rental cars, hotel costs and taxi services are non-reimbursable costs at Camp Atterbury. These items are highly discouraged while in attendance at the Camp Atterbury IRDO. All costs incurred are the responsibility of the Deployee and or the parent organization. Deployees that are late for formation for any reason that are utilizing a rental car or POV will be dismissed immediately.

7. Camp Atterbury will provide all transportation to and from the Indianapolis International Airport IA W the schedule located on our webpage. All movements to and from will be coordinated through the Camp Atterbury Transportation office.

Thanks and have a safe journey.

"The Rock!"